

**ENVIRONMENTAL RESOURCE MANAGER**

(Unclassified Management)

**DEFINITION:**

Under direction, to manage, plan, develop, and coordinate the implementation of the County's Multiple Species Conservation Plan by overseeing the biological issues regarding federal and state listed, rare and endangered species of plants and animals; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This class is responsible for managing, directing and planning the operations of the County's Multiple Species Conservation Plan. Under the direction of the Chief, this class is responsible for formulating policies and procedures governing the administration, delivery and integration of the Multiple Species Conservation Plan into the County's General Plan process which involves interaction with the Board of Supervisors, County and Department Administrators, County citizens, cities within the County of San Diego and the County's community planning groups.

**EXAMPLES OF DUTIES:**

Manages, plans, develops, and coordinates the implementation of the Multiple Species Conservation Plan (MSCP) in the unincorporated areas of the county; oversees the biological issues regarding federal and state listed, rare and endangered species of plants and animals; serves as the final decision maker concerning MSCP biological issues; formulates county-wide policies and procedures for implementing the MSCP in compliance with state and federal endangered species regulations; coordinates the integration of the MSCP into county general planning, including the GP 2020 project and future planning efforts; coordinates with the Board of Supervisors in determining open space issues; prepares the state and federal funding packages for MSCP land acquisition projects; directs consultant activities and monitors performance; develops county biological monitoring programs; analyzes and reviews the compilation of project data in the Geographic Information System databases for compliance purposes; evaluates and synthesizes data on the distribution of rare, endangered and sensitive species and habitats to determine plan goals and objectives; works with committees, planning groups, and wildlife agencies in developing the plan; consults with committees of scientists to evaluate the validity of the plan; prepares and monitors contracts; prepares grants; selects consultant contracts to implement subtasks; assists County Counsel in negotiating and implementing agreements with the wildlife agencies and consultant contractors; reviews staff and environmental impact reports and makes recommendations; oversees the preparation of manuals for the program; makes presentations of the MSCP to the Planning Commission, Board of Supervisors or other public bodies; supervises lower level staff and incumbents; and instructs staff on the proper application of policies and ordinances to determine conformance of land use applications to the multiple species plans.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Supervision of principles and practices.
- Budgeting principles.
- Fiscal management techniques.
  
- Data collection, analysis and display.

- State and federal laws pertaining to rare and endangered species of plants and animals.
- Geographic Information Systems database relations and design principles.
- Contract writing, monitoring and administration.
- Grant writing.
- Environmental and biological interaction.
- County functions, organization and operations.
- The General Management System in principle and practice.

**Skills and Abilities to:**

- Plan, develop and administer a program budget.
- Problem solve and make effective decisions.
- Organize, manage, direct, supervise, and assign the activities of multiple functions to provide service and meet program goals within time and budget constraints.
- Understand, interpret and apply laws, regulations, ordinances, policies, and procedures to assigned program functions.
- Compile, compute, and summarize data related to the acquisition, distribution, and utilization of land under the MSCP program.
- Prepare contracts and grants.
- Communicate effectively, both orally and in writing.
- Prepare executive level correspondence.
- Make oral presentations to executives, elected officials and staff.
- Establish and maintain cooperative working relations with those contacted in the course of work.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience which clearly demonstrates the possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: a Master's degree in biology, environmental health, urban planning, or closely related field; AND, seven (7) years of progressively responsible management experience in designing and developing endangered species/land conservation programs.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.